

MUSEUM EXHIBIT TECHNICIAN

DEFINITION: Under immediate supervision, performs work of routine difficulty in preparing and installing exhibits of the Navajo Nation Museum; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists with the arrangement of exhibits in the museum galleries and other venues; assists with the construction and installation of exhibit enclosures, panels, cases and backgrounds; paints and finishes surfaces; installs and monitors exhibit lighting and other electrical hardware; assists with the maintenance of exhibits by repairing broken equipment, damaged cases, and panels, replacing light bulbs, cleaning and glazing enclosures, and handling, moving, packing and storing collections and ensures their proper handling, support, and protection from adverse conditions.

Assists with the designs and constructs specially designed storage and/or packing crates to transport exhibits from the museum; assists with cataloguing of collections and placement into proper storage locations and conditions; assists with the inventory of stored and displayed museum collection; may provide factual information concerning the museum and its displayed collection; explains points of interest to visitors; may provide security services.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of building repair, painting, carpentry, cabinetmaking and electrical work.
Knowledge of use and fabrication techniques of wood, plastics, metals and paints.
Knowledge of blueprint reading and lighting techniques.
Knowledge of hand and power tools used in the construction field.
Skill in oral and written communication.
Skill in basic carpentry, cabinetmaking and electrical work.
Skill in interpreting operating and maintenance instructions, manuals, blueprints and sketches.
Skill in establishing and maintaining effective working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Works in an office, exhibit gallery, construction or storage area, must frequently lift and/or move up to 40 pounds.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and two (2) years of exhibits construction, installation and maintenance related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.